

Permanent Sign Permit Application

Reference process/requirements on page 4

Submit sign applications to Bloomington Planning Division.	Office use only	
	Case No.	Date rec'd

Property

Property address

Business or tenant address *If different.*

General property information Contact Planning Division if unknown.

Type of building:	<input type="checkbox"/> Single tenant	<input type="checkbox"/> Multiple tenant	Zoning:
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Uniform Sign Design (USD) required?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	USD on file provided?	<input type="checkbox"/> Yes	<input type="checkbox"/> No	If yes, USD No.:
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Sign district:	<input type="checkbox"/> Class I	<input type="checkbox"/> Class II	<input type="checkbox"/> Class III
	<input type="checkbox"/> Class IV	<input type="checkbox"/> Class V	<input type="checkbox"/> Class VI
	<input type="checkbox"/> Class VII	<input type="checkbox"/> Class VIII	<input type="checkbox"/> Other: _____

Special use signs: Select all that apply.	<input type="checkbox"/> Gasoline/Service station	<input type="checkbox"/> Office building over 7 stories	<input type="checkbox"/> Hotel: No. stories _____ No. rooms _____
	<input type="checkbox"/> Historic	<input type="checkbox"/> High usage parks	<input type="checkbox"/> College campus
	<input type="checkbox"/> Menu boards	<input type="checkbox"/> Class I (new) Motor vehicle sales	<input type="checkbox"/> Other: _____

Property owner/Legal representative Original signature required.

Name	E-mail		
Address	City	State	Zip
Contact <i>Print.</i>	Title	Phone / /	
Signature <i>Original signature mandatory.</i>		Date	

Business owner/representative

Name	E-mail		
Address	City	State	Zip
Contact	Phone / /	Other	

Installer or Applicant

Name	E-mail		
Address	City	State	Zip
Contact	Phone / /	Other	

I hereby apply for a sign permit and certify the information herein is complete and accurate; that the work will be in conformance with the ordinances and codes of the City of Bloomington; that I understand that this is not a permit but only an application for a permit and work will not start until the sign permit and all other applicable permits are issued and all work will be in accordance with the approved plan and permits.

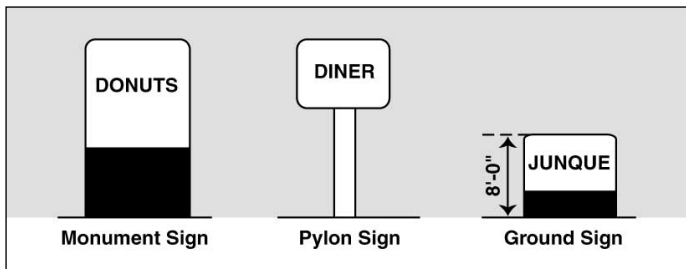
☐ Applicant or ☐ Installer signature *Check one.*

Date

Bloomington City Code - Sign type

Section 19.126.

Freestanding Identification Signs

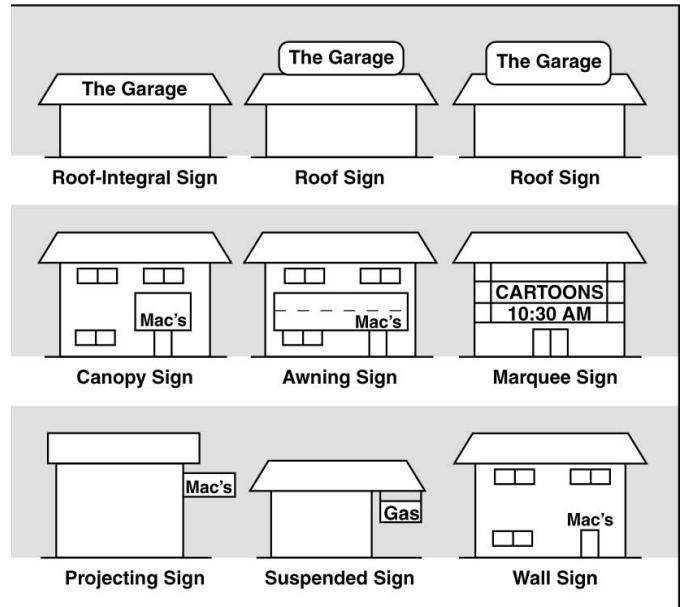


Section 19.126.1

Building Identification Signs

Note: Some signs below are NOT permitted by City Code.

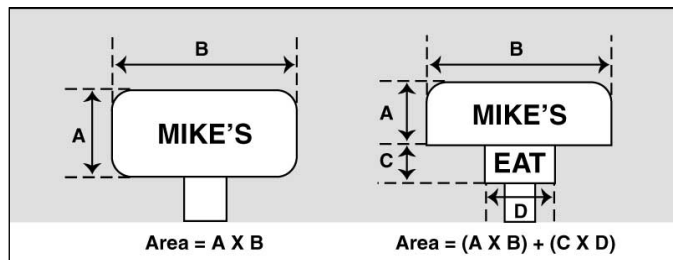
This graphic illustrates City-Code-defined sign types.



Bloomington City Code - How to measure sign

Section 19.126.3

Sign surface area of individual cabinet



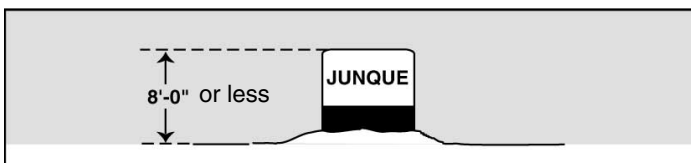
Section 19.126.4

Sign surface area of individual letter signs, letters or symbols for wall mounted, awning or canopy signs

Uncle Lee's
Books

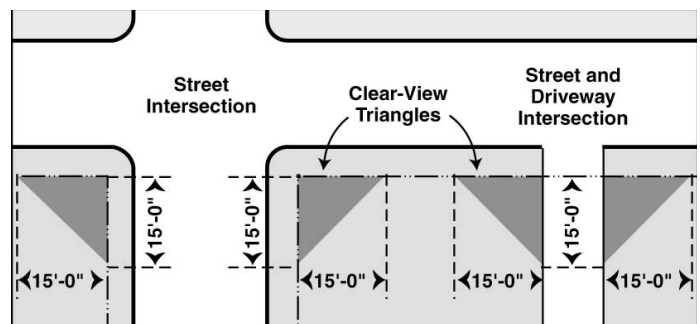
Section 19.126.5.

Height of sign with grade mounting



Section 19.126.6.

Clear view triangle area intersection of streets and driveways



NOTE: To access the City Code Sections referenced above, go to the City of Bloomington website at: www.ci.bloomington.mn.us, click the link on the right side of the screen to view the City Code; then click Part II. The Code; then click Chapter 19 and scroll to the specific section or subsection

This page must be provided for each sign. Scaled and dimensional drawings are required.

General sign information *One form per sign.*

Type of sign

Check one.

Wall:

☐

Cabinet

☐

Independent letters

☐

Directional

☐

Incidental

Freestanding:

☐

Ground

☐

Pylon

☐

Monument

☐

Directional

☐

Incidental

Electronic:

☐

Time/temp

☐

Multi-vision

☐

Graphic

☐

Video

☐

Changeable copy

Miscellaneous:

☐

Canopy

☐

Awning

☐

Other _____

Purpose:

☐

New sign

☐

Replacement sign

☐

Face change (No frame/support change)

Location on site or building:

(Ex.: South wall; NW corner, etc.)

Illumination

☐

Yes

☐

No

If yes, complete below.

Source/Brightness:

☐

Internal: _____ Nits

☐

External: _____ Lumens

Type:

☐

Fluorescent

☐

Neon

☐

LED

☐

Other _____

Sign area

As calculated and shown on plans.

_____ square feet

Wall sign *If applicable.*

Elevation type:

☐

Primary

☐

Secondary

Raceway:

☐

Yes

☐

No

If yes, **Color:** _____

Building (Tenant) Elevation:

Width _____ ft.

X

Height (Max. 25 feet) _____ ft.

=

Total _____ s.f.

Percentage of elevation allowed by City Code: _____%

X

Elevation _____ s.f.

=

Maximum sign _____ s.f.

Freestanding sign *If applicable.*

Height above grade:

_____ ft.

Setbacks:

Front: _____ ft.

Side: _____ ft.

Rear: _____ ft.

Electronic sign *If applicable.*

Duration:

Text:

_____ Seconds

Images:

_____ Minutes

Brightness:

Daytime:

_____ Nits

Nighttime:

_____ Nits

Office use only

The application has been reviewed for City Code compliance and the applicant may commence the fabrication. However, if the sign requires electrical service or a foundation, the sign may not be installed until the electrical permit or foundation permit is approved. *(See Building and Inspection block below.)*

Signature: _____ Date: _____, 20____

Comments:

Fee

\$

Penalty

\$

TOTAL

\$

Signs may NOT be installed until all the required sign-related permits are issued.

Requirements for additional permits below:

Electrical Permit

☐

Required

☐

Not required

Contact: _____

Foundation Permit

☐

Required

☐

Not required

Contact: _____

No additional permits

☐

Sign may be installed.

Plan Check Engineer or Inspector initials: _____ Date: _____, 20____

Sign Permit Application Process and Submittal Requirements

1. Complete the first page of the application, including the property owner's signature on the original application form. Only the original application will be accepted. No copies, faxed or scanned forms will be accepted.
2. Complete **all** the general information required for each sign.
3. Provide scaled plans and other applicable information as required (depending on the type of sign.)
 - a. For wall signs:
 - i. The wall elevation drawn to scale.
 - ii. The sign depicted on each wall must be identified.
 - iii. A shop drawing of each sign, to scale including a cross-section of each sign.
 - b. For freestanding signs:
 - i. The sign location identified on a survey, with an identified scale and setbacks delineated.
 - ii. A graphic depiction of each sign, drawn to scale with the height dimensions included.
4. Provide the required **non-refundable application fee** for each review. If the sign is denied or returned as incomplete, a **non-refundable** application fee must accompany a subsequent resubmission. The 2012 sign application fees are as follows:

NOTE: The sign permit fee is separate from the application fee.

 - a. For one (1) sign per application package the application fee is \$50.
 - b. For two (2) to five (5) signs per application package the application fee is \$100.
 - c. For six (6) or more signs per application package the application fee is \$160.
5. The application form (original form with original owner signature required) and application fee must be submitted via mail, courier or dropped off at City offices. All other documents must also be provided in electronic form (black and white Adobe Acrobat PDF preferred). These can be provided by e-mail, by disc, thumb drive or similar format with or separate from the application. If you do not have the ability to produce electronic documents of the required attachments, please discuss options with City staff. Submit a complete package to:

City of Bloomington
Planning Division
1800 West Old Shakopee Road
Bloomington, MN 55431

If the sign is not approved, the application will be returned to the applicant as incomplete or denied. If a subsequent revised application is submitted, it must include the above information and be accompanied with a new non-refundable application fee.

Once the sign is approved

1. An invoice for the sign permit fees will be provided to the installer/applicant (unless directed otherwise). The 2012 sign permit fees are:
 - a. A wall or a freestanding sign permit fee is \$110 each.
 - b. An awning or canopy sign permit fee is \$50 each.
 - c. An accessory, incidental or directional sign permit fee is \$20 each.
2. Once the fees have been paid, the original application form and applicable application pages will be provided to the installer/applicant as a permit. If the signature block indicates that an electrical or foundation permit is required, the sign may not be installed prior to the issuance of the electrical or foundation permit. If no additional permits are required and the approved and signed application form indicates no additional permits are needed, the sign is approved for fabrication and installation.